



<https://jobable.govhelp.in/job/meesho-careers-work-from-home-jobs-administrative-manager-posts/>

Meesho Careers – Work From Home Jobs – Administrative Manager Posts

Hiring organization
Meesho

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted
April 13, 2024

Valid through
31.12.2024

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Base Salary

USD 12 - USD 23

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Meesho Careers

Be the Backbone of Operations: Administrative Manager at Meesho

About Meesho

Meesho is a leading e-commerce platform in India, revolutionizing the way people shop online, especially in smaller cities and towns. They're on a mission to empower millions of individuals to become successful entrepreneurs. As Meesho scales new heights, they're looking for talented individuals like you to join their team!

The Position: Administrative Manager

Are you a highly organized and detail-oriented individual who thrives in a fast-paced environment? Do you enjoy wearing many hats and ensuring things run smoothly behind the scenes? If so, the Administrative Manager role at Meesho might be the perfect fit for you!

In this role, you'll be the go-to person for a variety of administrative tasks, providing essential support to different departments within Meesho. You'll play a crucial role in keeping the office functioning efficiently, allowing everyone else to focus on their core tasks.

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What You'll Do

- **Be the Master of Organization:** You'll manage calendars, schedule meetings, and ensure smooth travel arrangements for your assigned team members.
- **Welcome Wagon:** You'll be the first point of contact for new hires, handling onboarding paperwork, and ensuring they have everything they need to get started on the right foot.
- **Communication Hub:** You'll draft and manage correspondence, emails, and documents, ensuring clear and concise communication within the team and across departments.
- **Office Superhero:** You'll manage office supplies, equipment, and facilities, making sure everything is in top shape and readily available.
- **Event Extraordinaire:** You'll play a key role in organizing and coordinating company events, meetings, and conferences.
- **Data Whiz:** You'll maintain databases, manage filing systems, and keep track of important records, ensuring everything is organized and easily accessible.

Who You Are

- You have a minimum of 2-3 years of administrative experience, preferably in a fast-paced environment.
- You possess excellent organizational skills with a keen eye for detail.
- You're a whiz with communication – both written and verbal – and can clearly convey information to diverse audiences.
- You're a team player who thrives in a collaborative environment and enjoys helping others.
- You have a positive and proactive attitude, always willing to go the extra mile.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) is a must.

This role is perfect for both freshers with a strong foundation in administrative skills and for experienced professionals looking to take their careers to the next level at a dynamic and exciting company.

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Why Join Meesho?

Meesho offers a work environment that's both challenging and rewarding. Here's what you can expect:

- **Be Part of Something Big:** Contribute to the success of a fast-growing company that's making a real difference in the lives of millions.
- **Growth Opportunities:** Learn and develop your skills with access to training programs and opportunities to take on new challenges.
- **Work with the Best:** Collaborate with a talented and passionate team who are committed to excellence.
- **Competitive Benefits Package:** Enjoy a comprehensive benefits package that includes health insurance, paid time off, and more.
- **Fun and Flexible Work Culture:** Work in a vibrant environment that fosters creativity and innovation.

Join a supportive and collaborative team where your contributions are valued!

How to Apply

Head over to the Meesho careers page and search for "Administrative Manager" to apply. We look forward to hearing from you!

Ready to Make a Difference?

If you're a highly organized and motivated individual who enjoys being part of a winning team, then Meesho is the place for you! Apply today and take the first step towards a rewarding career at a company that's changing the face of e-commerce in India.

General Overview

As an Administrative Manager at Meesho, you'll wear many hats, but your core responsibility is to ensure the smooth day-to-day operations of your assigned department(s). You'll be the glue that holds things together, freeing up your colleagues to focus on their core tasks.

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



We can't wait to welcome you to the Meesho team!
 Here are the **Find the Link in [Apply Now](#) Button**

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